



# CITY OF SAN RAMON

## REQUEST FOR PUBLIC RECORD

**THE CALIFORNIA PUBLIC RECORDS ACT, GOVERNMENT CODE §6250** requires the City of San Ramon to make public records available upon request.

**WHEN MAY PUBLIC RECORDS BE INSPECTED?** Public records are open to inspection during regular office hours 8:30 a.m. to 5:00 p.m., Monday through Friday, except for state and federal holidays.

**HOW MAY THE PUBLIC OBTAIN ACCESS TO A PUBLIC RECORD?** A written request to inspect or to obtain a copy of a public record should be addressed to: City Clerk, City of San Ramon, 2222 Camino Ramon, San Ramon, California 94583.

**HOW SOON CAN THE PUBLIC EXPECT A RESPONSE TO THEIR REQUEST?** Normally the City of San Ramon will respond to the request within ten days. Under unusual circumstances, the City may extend the time to respond for up to an additional fourteen days (Government Code §6253(c)).

**IS THERE A CHARGE FOR THIS SERVICE?**

Pursuant to the City of San Ramon's Fee Resolution, the following charges will be assessed:

**Copying Charges:** All pages \$ .10

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**Date of request:** \_\_\_\_\_ **Received by:** \_\_\_\_\_

**NAME:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**PHONE #:** \_\_\_\_\_

**INFORMATION REQUESTED. PLEASE BE SPECIFIC.**

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**Total Charges:** \_\_\_\_\_ **Date Request Filled:** \_\_\_\_\_

A COPY OF THE CALIFORNIA PUBLIC RECORDS ACT IS AVAILABLE FOR REVIEW  
IN THE CITY CLERKS OFFICE.